

**ONLINE REPORTING INSTRUCTIONS**  
*(Teaching Touching Safety, Good-Touch/Bad-Touch, Archdiocesan Protection Program)*  
*(9/1/2010 Revised 7/27/2012)*

**Do not send any children/youth training paperwork to Sr. Mary Elizabeth Galt, B.V.M.  
All children/youth sexual-abuse prevention programs must be recorded on VIRTUS® Online.**

**FOLLOW 1-2: IF YOU DO NOT HAVE AN “EDUCATORS” TAB ON YOUR VIRTUS® ONLINE ACCT.**

#1

You need a VIRTUS® Online account in order to receive your “Educators” tab and record your Children and Youth Self-Protection Programs Online. If you are not on VIRTUS® Online account please register immediately. When you have completed the registration, email Joan at: [jvienna@la-archdiocese.org](mailto:jvienna@la-archdiocese.org) and she will approve your account.

#2

Once you are on VIRTUS® Online **email: Sr. Mary Elizabeth Galt, B.V.M., at:** [srmegalt@la-archdiocese.org](mailto:srmegalt@la-archdiocese.org) with the following information and she will set your “Educators” tab:

- Name and Title
- Parish or School and
- Region
- Phone Number(s)

**FOLLOW STEPS ONE- EIGHT: IF YOU ALREADY HAVE AN “EDUCATORS” TAB**

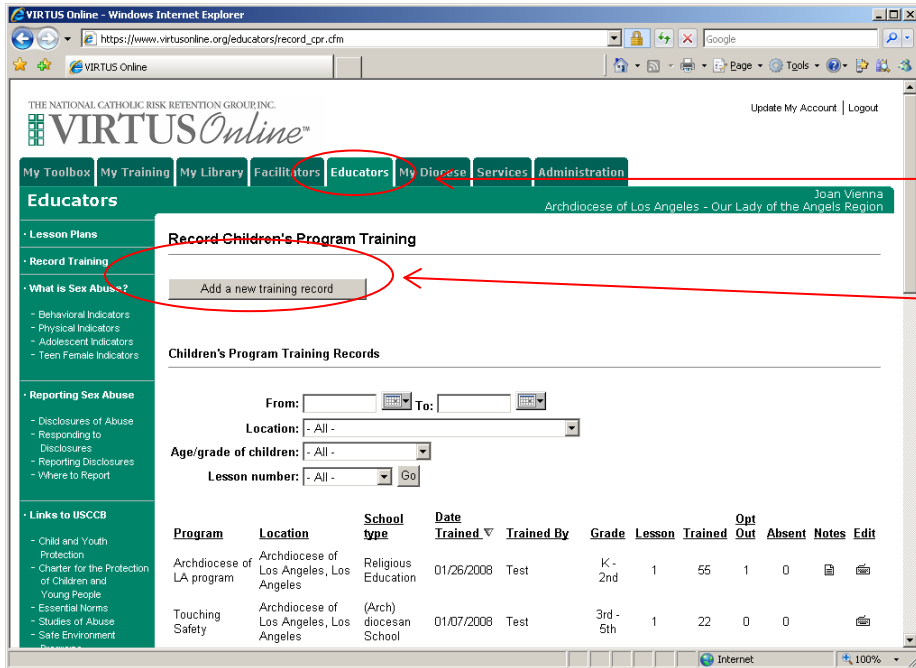
Once you have been given your “Educators” tab follow the “Eight Steps” for Reporting on VIRTUS® Online” listed below to **record the data from the children/youth sexual-abuse prevention programs that have been taught at your parish/school site on, or before February, 15, 2015 and recorded by February 28, 2015.**



**Step One:**

Enter Your Name and Password.

Log onto your VIRTUS® Online Account.



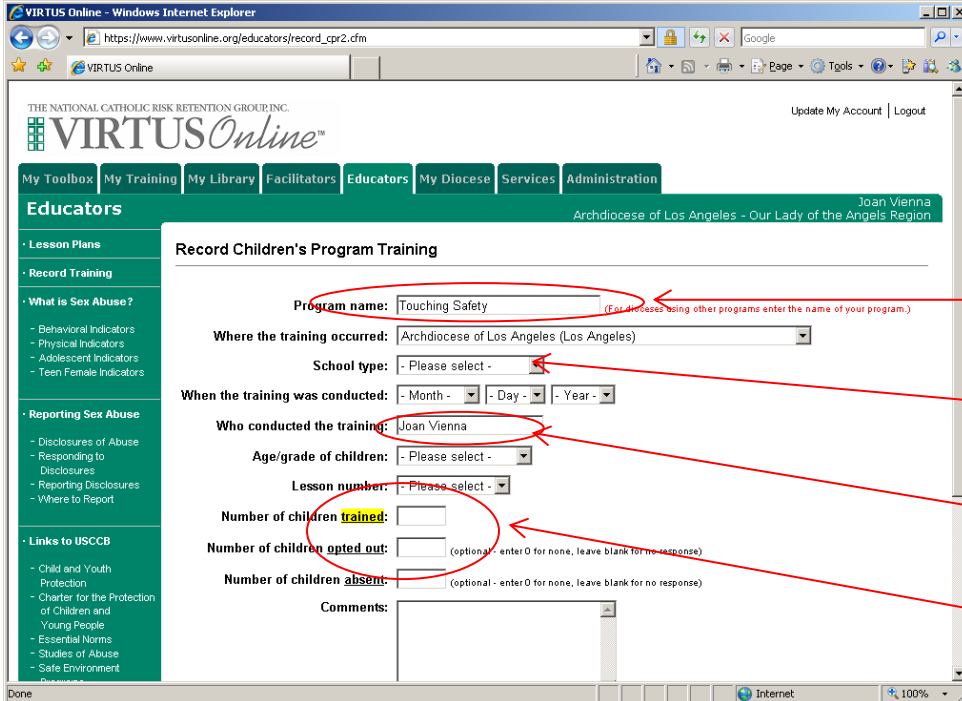
### Step Two:

Click on:

“Educators” tab

### Step Three:

“Add a new training record”.



### Step Four:

Fill in all the information for the children and youth training. Be sure to:

Click on name of the program you are using.

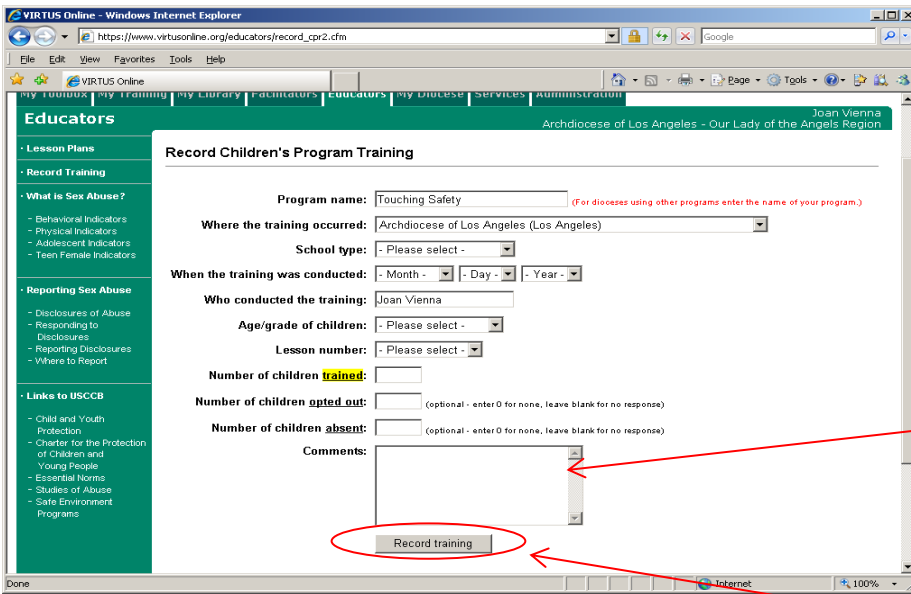
- Teaching Touching Safety
- Good-Touch/Bad Touch
- Archdiocesan

Click on School type: School Religious Ed., Confirmation, etc.

Change the name in this box to the name of the person who actually conducted the training.

Only enter the children/youth training information one time, even if you taught multiple lessons.

If you enter multiple lessons you will be counting the children more than once.

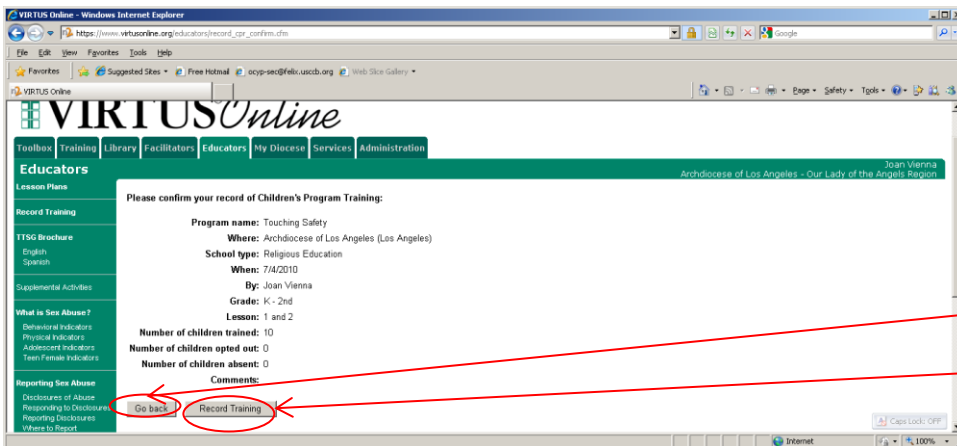


**Step Five:**

Enter your name as the recorder in the comment box.

**Step Six:**

After completing all of your sites information click on **“Record Training”** and your training will appear on the list.



**Step Seven:**

Check your information and then: If you need to correct something click **“Go back”** If everything is correct click **“Record Training”**

**Step Eight:**

To view to the information you have recorded:

Go to the first screen and click on the audit year dates you want to view. For **Audit Year 2015** click on **“From”**: 7/1/2014 – 6/30/2015 For previous **Audit Year 2014** Click on **“From”** 7/1/2013 – 6/30/2014.

Selection **“You Location”**

Click on **“Go”**

If there are any problems contact Sr. Mary Elizabeth Galt, B.V.M. at: (213) 637-7460 or [srmegalt@la-archdiocese.org](mailto:srmegalt@la-archdiocese.org)

